



Parks, Recreation and Marine

CLERICAL AIDE II-NC

Part-Time Employment Opportunity

REVISED

Apply by:
April 20, 2010

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,300 full-time/part-time staff and a budget of \$48 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 150 parks with 3,027 acres devoted to open space and recreation, 26 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The Department provides free and fee-based recreational programs and leisure opportunities, both self-directed and organized, for people of all ages and cultures. Youth programs include free youth sports for ages 5 to 18 serving nearly 10,000 participants annually, summer and vacation day camps, 2,100 recreational and educational classes, sailing and aquatics instruction, teen center activities, skateboarding opportunities, and supervised afterschool and weekend activities at parks, schools, and mobile recreation sites. In addition, approximately 12,000 youth participate in non-Department sports leagues that utilize park facilities.

The Department of Parks, Recreation and Marine is seeking energetic and enthusiastic candidates interested in applying for a Clerical Aide II-Non-Career position in the Registration/Reservations office. This position performs a variety of administrative tasks in support of the Registration/Reservations office and the Contract Classes office. The duties and responsibilities for this position include:

- Assist customers, both in person and by phone, with questions related to contract classes and facility reservations;
- Input registrations, reservations, and park programs into the computerized CLASS system;
- Support the Registration/Reservations supervisor with various reports and tasks;
- File various rental and registration forms;
- Reconcile daily revenue and prepare money for the bank deposit;
- Perform other related duties as assigned.



Qualifications This position is open to all candidates who meet the following minimum qualifications:

- Strong customer service and administrative skills;
- Strong written, oral, and interpersonal communication skills;
- Computer experience: Knowledge of Microsoft Windows required. Knowledge of Microsoft Excel and Lotus Notes e-mail desirable;
- Ability to meet deadlines and manage multiple assignments and priorities within a fast-paced environment;
- Ability to work independently and exercise sound judgment in carrying out responsibilities;
- Display professional work standards, including the ability to be flexible and a desire to become an effective team member.

Hourly Rate The pay rate for this position is \$14.888. The successful candidate may work up to a maximum of 1600 hours per year. Work days are Tuesday through Thursday, 9:00 a.m. to 6:00 p.m., but are subject to fluctuate throughout the year. Work hours can be flexible with approval.

How to Apply Interested candidates should submit a letter of interest and resume, **no later than 4:30 p.m., Tuesday, April 20, 2010**, to:

Joy Redmond, Personnel Division
Department of Parks, Recreation and Marine
2760 Studebaker Road
Long Beach, CA 90815

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.